



DEPARTMENT OF THE NAVY
COMMANDER NAVY REGION SOUTHWEST
937 NO. HARBOR DR.
SAN DIEGO, CA 92132-0058

IN REPLY REFER TO :

COMNAVREGSWINST 12575.1
N20
14 FEB 2002

COMNAVREGSW INSTRUCTION 12575.1

Subj: RECRUITMENT BONUSES FOR PROSPECTIVE POLICE OFFICERS

Ref: (a) 5 USC 5753
(b) 5 CFR Part 575
(c) DoD 1400.25-M SC575

Encl: (1) Service Agreement

1. Purpose. To provide policy and guidance for implementing the Recruitment Bonus Program within the Public Safety Program, Regional Security Program, for recruitment of Police Officers, (GS-0083) in accordance with references (a) through (c).

2. Applicability. The recruitment bonus pertains to individuals being considered for their first employment with the Federal civil service or are returning to Federal employment after a break in service of 90 days or more. A recruitment bonus of up to 25 percent of the employee's basic rate of pay (exclusive of locality pay) for the grade and step at which they are being recruited will be authorized for Police Officers within Navy Region Southwest at those locations in which it has been determined that the use of such a bonus is necessary. Each bonus paid shall be based upon a written determination that, in the absence of such a bonus, the Command would encounter difficulty in filling the position. In addition, the use of a bonus is based on the following criteria:

a. Results of recent efforts to attract quality candidates for similar positions, as evidenced by offer/acceptance rates, the proportion of positions filled and/or the length of time required to fill similar positions;

b. Recent turnover in similar positions;

c. Labor-market factors that may affect the organization's ability to recruit quality candidates for similar positions now or in the future;

d. Special qualifications needed for the position; and/or

e. The practicality of using a superior qualifications appointment, separately or in conjunction with a recruitment bonus.

3. Procedure

a. Recruitment bonuses are to be used only for candidates not previously employed by the Federal civil service or former Federal employees with at least a 90-day break in service. A candidate may be paid a recruitment bonus of up to 25 percent of the basic rate of pay (exclusive of locality pay) that has been offered and is paid in a lump sum.

b. Regional Security's Program Manager is hereby authorized to prepare and process recruitment bonuses based upon his/her determination, in conjunction with CNRSW Human Resources Office, that the criteria noted above is met. This determination will be cited on a Request for Personnel Action (RPA) for a recruitment bonus in Part A, Requesting Office, Remarks section, as follows: "I certify that a recruitment bonus is justified based upon criteria outlined in COMNAVREGSWINST 12575.1." The amount of the bonus payment will also be included.

c. The Navy Region Southwest Human Resources Office, will advise managers concerning information necessary for the establishment of a bonus, determine the eligibility of candidates to receive a bonus, and the amount of a bonus.

d. Upon selection, the individual will enter into a recruitment bonus service agreement, enclosure (1). This agreement will obligate the employee to remain employed by the Department of the Navy for a minimum period of twelve months.

(1) If the employee terminates the service agreement by separation, transfer to another agency, or he/she is removed for cause, the employee will be required to refund the bonus amount on a pro rata basis, i.e., credit is given for each full month of employment completed under the agreement.

(2) If the employee is involuntarily separated during the period of the agreement as specified in reference (b) article 103, there will be no requirement for the employee to refund the bonus.

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4. The Regional Security Program or the Human Resources Office can provide additional information.



D. C. KENDALL
Deputy and
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RECRUITMENT/RELOCATION BONUS or RETENTION ALLOWANCE SERVICE AGREEMENT

5 USC 5753 and 5754 and Part 575 of Title 5, Code of Federal Regulations provide, under certain conditions, that the bonuses/allowances indicated below can be offered to certain categories of employees. Accordingly, the following agreement will be used to establish eligibility for these bonuses/allowances.

This agreement is for (check one):

☐ RECRUITMENT BONUS☐ RELOCATION BONUS☐ RETENTION ALLOWANCE

I, _____, have accepted the bonus/allowance indicated above for the position of

Police Officer / (...) at **(...)**. I understand that the bonus/allowance will be **(...%)** of my basic rate of pay (exclusive of locality pay).

For Recruitment/Relocation Bonuses only: By accepting this bonus, I agree to remain in government service for a minimum period of 12 months beginning with the date I report for duty. I understand that the recruitment/relocation bonus must be repaid if I fail to complete the period of employment established by this Service Agreement, or if I am removed for cause before expiration of the required minimum service period. The amount of the repayment will be determined in accordance with the policy of Commander, Navy Region Southwest. I understand and authorize the government to withhold any final pay due to me to apply against or liquidate any indebtedness arising from my violation of the agreement.

For Retention Allowance only: I understand that the payment of this allowance will be reviewed annually and may be reduced or terminated at any time, in accordance with the policy of Commander, Navy Region Southwest.

I agree to the terms of this contract:

Employee Signature

Human Resources Office Representative

Employee Name

HRO Representative Name

Date

Date